

**Board of Public Works and Safety
Regular Meeting Minutes
December 3, 2012**

The regular meeting of the Board of Public Works and Safety of the City of Franklin, Indiana was called to order at 5:00 p.m. at City Hall, 70 E. Monroe Street, with Mayor Joseph E. McGuinness presiding. Board members Stephen Barnett and Bob Swinehamer answered roll call.

Chief of Police Tim O'Sullivan, Fire Chief John Henderson, Parks Department Superintendent Chip Orner, Sewer Billing Office Manager Sherry Phillips, DPW Superintendent Rick Littleton, Planning Director Krista Linke, City Engineer Travis Underhill, Street Commissioner Ron Collins, Clerk Treasurer Janet Alexander, Records Clerk Kathy Cragen, and Attorney Heath Johnson were also in attendance.

Mr. Swinehamer offered an invocation immediately followed by the Pledge of Allegiance.

Announcements & Presentations

No announcements or presentations were offered.

Public Comments

Franklin resident Mr. Jim Crane came forward and stated that he had received a \$1,900.00 grant from DNR for the purchase of trees for the planned urban forest.

Ms. Tricia Bechman, Executive Director of Franklin Chamber of Commerce came forward to thank the City for their help with the annual Christmas Lighting and parade. Mayor McGuinness took the opportunity to express his gratitude to Ms. Bechman, the Chamber, the members of Discover Downtown Franklin and all of the volunteers for their efforts which made this year's lighting one of the best and most well attended in recent memory.

Consent Agenda

Mayor McGuinness presented the consent agenda for approval.

1. Approval of Minutes from meeting held November 19, 2012
2. Board of Works Claims.
 - Pension Payroll in the amount of \$57,750.52
 - #112312 Civil City Utility Payments in the amount of \$169,524.66
 - Payroll in the amount of \$297,484.23
 - Fire Longevity in the amount of \$70,463.41
 - Police Longevity in the amount of \$86,620.63
 - #120212 Civil City General Obligations in the amount of \$29,049.02
 - #120312 Civil City General Obligations in the amount of \$138,407.02
 - #112912 Sewer Utility-Utility Payments in the amount of \$752.27
 - #112212 RDC General Obligations in the amount of \$51,030.20
 - #112812 Civil City Utility Payments in the amount of \$2,794.56

Mr. Barnett made a motion to approve all items listed on the consent agenda as presented, seconded by Mayor McGuinness. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Old Business

Proposed Lease Addendum with Franklin College - Mayor McGuinness explained that this addendum authored by City Attorney Lynn Gray will permit the operators of the FC Café to use the door in the lobby of City Hall as a fire exit. Mayor McGuinness made a motion to approve, seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Contract for Madison Street Improvements with Sunesis Construction Co. - Street Commissioner Ron Collins presented the contract with Sunesis. City Attorney Gray has reviewed and approved the contract. Mr. Swinehamer made a motion to approve the Mayor signing the contract, seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

New Business

Review of Proposed Contract with Johnson County Development Corporation (JCDC): A Contract for Professional Community and Economic Development Services by and Between City of Franklin, Indiana and Johnson County Development Corporation - Mayor McGuinness presented the \$25,000 annual contract between the City and JCDC for economic development services. Mr. Barnett made a motion to approve the Mayor to sign the 2013 contract, seconded by Mr. Swinehamer. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

SOP 3.14_IDACS User Policy - Police Chief O'Sullivan presented new and updated standard operating procedures (SOP's) for the police department explaining that the SOP Committee reviewed and approved these changes. A discussion was held. Mr. Swinehamer made a motion to approve SOP's 1.8 Motor Vehicle Collision Investigations; 1.13 Vehicle Unlocks; 1.20 Submission of Reports and Forms; 1.22 No Trespass Ticket; 1.25 Motor Vehicle Inventories; 1.26 Operation Pull Over; 1.27 Custodial Interrogation; 2.3 Electronic Incapacitation Device; & 4.1 Awarding Department Commendation Bars, and adding new SOP 3.14 IDACS User Policy, seconded by Mr. Barnett. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Resolution No.: 12-07 Approving a Real Estate Transfer from City of Franklin, Indiana to the Franklin Park & Recreation Board - Senior Planner Joanna Myers explained that this is the second set of buy-out properties to be transferred to the Parks Board. She requested that the Board approve the resolution, execute the Real Estate Agreement and grant the Mayor the authority to sign the Quitclaim Deed when completed. The list of properties included the following: 15, 127, 167, 201 and 235 W. South Street, 450 & 452 S. Main Street, 449, 450, 451, 474 & 480 S. Jackson Street, and 401-403, 451, 454, 455, 459, 488, 490, 492, 494, 498 & 501 S. Dunn Street. Mr. Barnett made a motion to approve the resolution, execute the Real Estate Agreement and grant the Mayor the authority to sign the Quitclaim Deed, seconded by Mr. Swinehamer. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Proposed Amendment to Owner-Engineer Agreement with Whitaker Engineering, P.C.: for additional services and payment modification related to the Lochry-Schoolhouse Project - Street Commissioner Ron Collins explained that the amendment to the agreement and the modification of payment schedule is related to planned work for the Lochry-Schoolhouse project. Mr. Barnett made a motion to authorize the Mayor signing the amendment to the agreement with Whitaker Engineering and to move forward with the project. This was seconded by Mr. Swinehamer. A voice vote was taken with all members stating Aye. No members stating Nay. The motion carried.

Sign Inventory Project Update from Schneider Corporation – Concerning the inventory of street and traffic signage, City Engineer Travis Underhill introduced Project Manager Jill Palmer of Schneider Corporation. She explained that the City received a Highway Safety Improvement Project Grant (HSIP) through INDOT in the amount of \$726,840 to fund a sign replacement project. She explained that all replaced signage must meet Federal Highway Administration specifications. She reported that she completed an inventory of our existing signage and found that there are 4596 signs. Of that group 961 parking signs are not included in the project. She stated that 200 signs may remain. The remaining 3435 signs do not meet the requirements, and should be replaced or removed. The average replacement cost for one sign is \$200. A discussion was held. Ms. Palmer answered questions from the audience and the Board. Mr. Underhill stated that he will meet with representatives of the Police Department to discuss the project later this week. Mr. Underhill asked the Board if they could move forward on the recommendations that Ms. Palmer offered. Mayor McGuinness stated that he would like them to continue moving forward with this project.

Other Business

There was no other business presented.

Department Reports / Staff Reports

There were no department reports presented.

Adjournment

As there was no further business to come before the Board of Works a motion was made and seconded to adjourn. The meeting adjourned at 6:08 p.m.

Respectfully submitted,

Janet P. Alexander, Clerk-Treasurer
Enrolled: 12/13/2012

Joseph McGuinness, Mayor

Attest:

Janet P. Alexander, Clerk-Treasurer